



Garcia & Ortiz Staffing, LLC

GSA Contract GS-02F-001DA

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov.

Temporary Administrative and Professional Staffing Services
FSC Group 736

Contract Number: GS-02F-001DA

*For more information on ordering from Federal Supply Schedules go to the internet address:
<http://www.gsa.gov/schedules>. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules.
Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for
Services not Requiring a Statement of work.*

Contract Period: 10/06/2015 thru 10/5/2020

**GARCIA & ORTIZ STAFFING, LLC
888 Executive Center Dr. W Ste 101
St. Petersburg, FL 33702
Phone 727-342-1002 Fax 727-342-1006
www.gofedstaffing.com**

Contact for contract administration:
Jeremy Lavin
Phone 727-342-1002
JLavin@GarciaOrtiz.com

Business size: Small business

Modification Number: Effective Date:

Garcia & Ortiz Staffing, LLC
888 Executive Center Dr. W, Suite 101, Saint Petersburg, FL 33702
Phone: 727-342-1002 | Fax: 727-342-1006
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CUSTOMER INFORMATION

1. Awarded Special Item Numbers (SINs): 736-1 and 736-5
2. Maximum order for each SIN: \$100,000 USD
3. Minimum order: \$100 USD
4. Geographic coverage (delivery area): 50 States and the District of Colombia
5. Point(s) of production: Various
6. Prices herein are net
7. Quantity discounts: .5% for annual spend at least \$250,000 0.75% for annual spend at least \$500,000 1.25% for annual spend at least \$1,000,000
8. Prompt payment terms: Net 30
9. Government purchase cards are accepted at or below the micro-purchase threshold: Yes
10. Foreign items: N/A
11. Time of delivery: Within 3 - 7 days ARO. Overnight and 2nd day delivery is available
12. F.O.B. point(s): Destination
- 13a. Ordering address(es): Garcia & Ortiz Staffing, LLC., 888 Executive Center Dr. W Ste 101, St. Petersburg, FL 33702 CAGE CODE: 6GWS6
14. Payment address: Garcia & Ortiz Staffing, LLC., 888 Executive Center Dr. W Ste 101, St. Petersburg, FL 33702
- 15.-16. N/A
17. Terms and conditions of Government purchase card: Accept any above micro-purchase threshold.
- 18.-24. N/A
25. Data Universal Number System (DUNS) number: 829717342
26. Notification regarding registration in the System for Award Management (SAM) database. Registered, Active registration. CAGE Code: 6GWS6



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GSA Contract GS-02F-001DA

GSA RATES

SIN 736-5 Technical and Professional Occupations	
Professional Labor Categories	
Occupation Title	GSA Rate w/ IFF
Accountant I	\$ 41.03
Accountant II	\$ 43.76
Accountant III	\$ 52.43
Accountant IV	\$ 61.09
Auditor I	\$ 41.48
Auditor II	\$ 52.43
Auditor II	\$ 54.71
Bookkeeper	\$ 31.91
Budget Analyst I	\$ 39.39
Budget Analyst II	\$ 50.15
Budget Analyst III	\$ 58.90
Budget Analyst IV	\$ 69.29
Financial Analyst I	\$ 37.61
Financial Analyst II	\$ 50.15
Financial Analyst III	\$ 54.71
Financial Analyst IV	\$ 68.38
Payroll Administrator	\$ 51.97
Payroll Specialist	\$ 28.26
Program Analyst	\$ 77.50
Program Manager	\$ 85.75



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GSA Contract GS-02F-001DA

SIN 736-1 Administrative Support And Clerical Occupations		
SCA Labor Categories		
The pricing below is based on the Florida Wage Determination 2005-2125		
Code	Occupation Title	GSA Rate w/ IFF
01011	Accounting Clerk I	\$ 26.43
01012	Accounting Clerk II	\$ 28.83
01013	Accounting Clerk III	\$ 31.72
01020	Administrative Assistant	\$ 36.24
01151	Data Entry Operator I	\$ 22.68
01152	Data Entry Operator II	\$ 24.60
01111	General Clerk I	\$ 23.48
01112	General Clerk II	\$ 25.20
01113	General Clerk II	\$ 27.24

Garcia & Ortiz Staffing can perform work at any of the locations listed in the SCA Wage Index Matrix.

If work is performed in a Service area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, prices for that Task Order will be discounted accordingly.

Preponderance of work location identified as: Florida

Based on Wage Determination No.: 2005-2125

Revision No.: 20

Date of Revision: 07/08/2015



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GSA Contract GS-02F-001DA

LABOR CATEGORY DESCRIPTIONS

SIN 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL POSITIONS

01011 ACCOUNTING CLERK I

Functional Requirements: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. Completed work will be reviewed for accuracy and compliance with procedures.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: In most instances, an employee in this position will rely on the supervisors' instructions.

Training/Certification Requirements: None

01012 ACCOUNTING CLERK II

Functional Requirements: This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material.

Minimum Years Experience: 2-4 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

Training/Certification Requirements: None

01013 ACCOUNTING CLERK III

Functional Requirements: The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions.

Minimum Years Experience: 4-6 years of experience in the field or in a related area.

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Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Training/Certification Requirements: None

01020 ADMINISTRATIVE ASSISTANT

Functional Requirements: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Training/Certification Requirements: None

01151 DATA ENTRY OPERATOR I

Functional Requirements: The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: This position works under close supervision and follows specific procedures or detailed instructions.

Training/Certification Requirements: None

01152 DATA ENTRY OPERATOR II

Functional Requirements: This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Minimum Years Experience: 2-4 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: This position works under close supervision and follows specific procedures or detailed instructions.

Training/Certification Requirements: None

01111 GENERAL CLERK I

Functional Requirements: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence,



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GSA Contract GS-02F-001DA

such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Training/Certification Requirements: None

01112 GENERAL CLERK II

Functional Requirements: This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Years Experience: 2-4 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Training/Certification Requirements: None

01113 GENERAL CLERK III

Functional Requirements: The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum Years Experience: 4-6 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.

Training/Certification Requirements: None



Garcia & Ortiz Staffing, LLC

GSA Contract GS-02F-001DA

SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS

TECHNICAL OCCUPATIONS

ACCOUNTANT I

Functional Requirements: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: May require a bachelor's degree in area of specialty

Required Knowledge, Skills, and Abilities: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Training/Certification Requirements: None

ACCOUNTANT II

Functional Requirements: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.

Minimum Years Experience: 2-4 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: May require a bachelor's degree in area of specialty

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Training/Certification Requirements: None

ACCOUNTANT III

Functional Requirements: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Years Experience: 4-6 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a bachelor's degree in area of specialty

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Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Training/Certification Requirements: None

ACCOUNTANT IV

Functional Requirements: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Years Experience: 6-8 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree in area of specialty

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Training/Certification Requirements: None

AUDITOR I

Functional Requirements: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation and researches issues and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Typically reports to a supervisor or manager.

Minimum Years Experience: 0-2 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: Requires a bachelor's degree in accounting

Required Knowledge, Skills, and Abilities: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.

Training/Certification Requirements: None

AUDITOR II

Functional Requirements: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation and researches issues and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

Minimum Years Experience: 2-4 years of experience in the field or in a related area.

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GSA Contract GS-02F-001DA

Minimum Education/Degree Requirements: Requires a bachelor's degree in accounting

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Training/Certification Requirements: None

AUDITOR III

Functional Requirements: Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation and researches issues and makes recommendations to improve policies or procedures accordingly. Works with outside auditors to help reconcile discrepancies or support the external auditing function. May lead and direct the work of others. May report to an executive or a manager.

Minimum Years Experience: Requires a bachelor's degree in accounting

Minimum Education/Degree Requirements: 4-6 years of experience in the field or in a related area

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

BOOKKEEPER

Functional Requirements: Maintains and records business transactions. Balances ledgers, reconciles accounts, and prepares reports. Follows bookkeeping procedures established by the organization. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Minimum Years Experience: May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area.

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Training/Certification Requirements: None

BUDGET ANALYST I

Functional Requirements: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Typically reports to a supervisor or manager.

Minimum Years Experience: Requires a bachelor's degree

Minimum Education/Degree Requirements: 0-2 years of experience in the field or in a related area



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GSA Contract GS-02F-001DA

Required Knowledge, Skills, and Abilities: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.

Training/Certification Requirements: None

BUDGET ANALYST II

Functional Requirements: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Performs a variety of tasks.

Minimum Years Experience: 2-4 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Training/Certification Requirements: None

BUDGET ANALYST III

Functional Requirements: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager.

Minimum Years Experience: Requires a bachelor's degree

Minimum Education/Degree Requirements: 4-6 years of experience in the field or in a related area

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

BUDGET ANALYST IV

Functional Requirements: Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Performs a variety of tasks. Leads and directs the work of others. May report to an executive or a manager.

Minimum Years Experience: 6-8 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree in area of specialty



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GSA Contract GS-02F-001DA

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

FINANCIAL ANALYST I

Functional Requirements: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Typically reports to a supervisor or manager.

Minimum Years Experience: 0-2 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree

Required Knowledge, Skills, and Abilities: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Training/Certification Requirements: None

FINANCIAL ANALYST II

Functional Requirements: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Performs a variety of tasks. Typically reports to a supervisor or manager.

Minimum Years Experience: 2-4 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Training/Certification Requirements: None

FINANCIAL ANALYST III

Functional Requirements: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a manager.

Minimum Years Experience: 4-7 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree



Garcia & Ortiz Staffing, LLC

GSA Contract GS-02F-001DA

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

FINANCIAL ANALYST IV

Functional Requirements: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Leads and directs the work of others. Typically reports to a manager.

Minimum Years Experience: Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area

Minimum Education/Degree Requirements: at least 7 years of related experience

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

PAYROLL ADMINISTRATOR

Functional Requirements: Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. Performs a variety of tasks. Works under general supervision. Typically reports to a payroll manager.

Minimum Years Experience: at least 4 years of experience in the field

Minimum Education/Degree Requirements: May require an associate's degree or its equivalent

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Training/Certification Requirements: None

PAYROLL SPECIALIST

Functional Requirements: Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Years Experience: 0-3 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a high school diploma or its equivalent

Required Knowledge, Skills, and Abilities: Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.



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GSA Contract GS-02F-001DA

Training/Certification Requirements: None

PROGRAM ANALYST

Functional Requirements: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a supervisor or manager.

Minimum Years Experience: 4-6 years of experience in the field or in a related area.

Minimum Education/Degree Requirements: May require a bachelor's degree in area of specialty

Required Knowledge, Skills, and Abilities: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Training/Certification Requirements: None

PROGRAM MANAGER

Functional Requirements: Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Typically reports to a unit/department head.

Minimum Years Experience: at least 10 years of experience in the field or in a related area

Minimum Education/Degree Requirements: Requires a bachelor's degree

Required Knowledge, Skills, and Abilities: Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

Training/Certification Requirements: None